

MINUTES

WILLMAR POLICE COMMISSION

Friday, December 17, 2021

A meeting of the Willmar Police Civil Service Commission was held on Friday, December 17, 2021, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Dennis Anfinson, Vice President Mike Kubesh, and Secretary Earline Schulstad. Police Chief Jim Felt, and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 10:12 a.m.

A motion to approve the June 4, 2021 minutes, as submitted, was made by Commissioner Kubesh, seconded by Commissioner Schulstad. **Motion carried.**

The sergeant's promotional testing process results were discussed. Chief Felt explained that five candidates participated in the written test and oral interviews. The Chief thanked Commissioner Anfinson for helping with the interviews. After discussion, Commissioner Kubesh made a motion, seconded by Commissioner Schulstad, to establish the eligibility register by certifying the names as presented, and to recommend Officer Sam Schaeffbauer for the position of Sergeant to the appointing authority. **Motion carried.**

Chief Felt informed the Commission that with Sgt. Jahnke retiring January 31, 2022, and with the promotion of Officer Sam Schaeffbauer to the vacant Sergeant position, it leaves a police officer position unfilled. Discussion followed on the current police officer eligibility list.

A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to void the current eligibility register and to begin the hiring process for a patrol officer. **Motion carried.**

The hiring process will consist of the following:

- Advertise on the MN POST website, the City of Willmar website and in the West Central Tribune.
- Provide two written testing dates (times to be decided by Chief Felt and Administrative Assistant Edwards).
- Testing process will consist of written and oral examination, successful completion of background investigation, along with passing psychological and physical test.
- Weighted scores for testing process 40% value for written and 60% for oral.
- Preference points given for veterans, as required under MN statutes, with an application form available for such preference.

- Resumes and cover letters will be required.

Miscellaneous

The Commission was given a brief overview of the Officer involved shooting that occurred on 12/16/2021 including the investigative process and timelines for completion.

It is Officer David Vierling's last day of the FTO program today. He will start on his own next week.

WPD will be re-starting some of the Community Outreach Programs in 2022, i.e., coffee with the cops, lunch with the cops.

There being no further business, a motion to adjourn was made by Commissioner Kubesh, seconded by Commissioner Schulstad. The meeting was adjourned at 10:38 a.m.

Secretary Earline Schulstad
by Sue Edwards